



WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY
600 Fifth Street, NW, Washington, DC 20001-2651

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT

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|--|-----------------|---|----------------------------|
| 1. AMENDMENT/MODIFICATION Amendment 2 | | 2. EFFECTIVE DATE 03/24/2017 (Same as block 17) | |
| 3. ISSUED BY PURCHASING SECTION Joe Cumpian 3G -04 JGB Department of Procurement | | 4. ADMINISTERED BY (If other than block 3) | |
| 5. CONTRACTOR NAME AND ADDRESS (Street, city, county, state, and Zip Code) To All Potential Offerors | | 6. FORM TYPE (Check only one) <input checked="" type="checkbox"/> AMENDMENT OF SOLICITATION NO. <u>CQ17106/KAM</u> DATE <u>03/07/2017</u> <input type="checkbox"/> MODIFICATION OF CONTRACT/ORDER NO. _____ DATE _____ (See block 9) | |
| 7. THIS BLOCK APPLIES ONLY TO AMENDMENTS OF SOLICITATIONS <input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in block 10. The hour and date specified for receipt of Offers <input checked="" type="checkbox"/> is extended, is not extended. Offerors must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation, or as amended, by one of the following methods; (a) By signing and returning <u>1</u> copies of this amendment; (b) by acknowledging receipt of this amendment on each copy of the offer submitted; or (c) by separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE ISSUING OFFICE PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If, by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided such telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified. | | | |
| 8. ACCOUNTING AND APPROPRIATION DATA (If required) | | | |
| 9. THIS BLOCK APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS (a) <input type="checkbox"/> This Change Order is issued pursuant to _____ The Changes set forth in block 10 are made to the above numbered contract/order. (b) <input type="checkbox"/> The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data, etc.) set forth in block 10. (c) <input type="checkbox"/> This Supplemental Agreement is entered into pursuant to authority of _____ It modifies the above numbered contract as set forth in block 10. | | | |
| 10. DESCRIPTION OF AMENDMENT/MODIFICATION : (a) RFP No. CQ17106/KAM for Travel Training for People with Disabilities is amended to include answers to questions provided on Attachment 1. Additionally the due date is extended to April 4, 2017 no later than 2 PM EST. <p style="text-align: center;">-- Continued on Page 2 --</p> <p style="text-align: center;">Except as provided herein, all terms and conditions of the document referenced in block 6, as heretofore changed, remain unchanged and in full force and effect.</p> | | | |
| 11. <input checked="" type="checkbox"/> CONTRACTOR/OFFEROR IS REQUIRED TO SIGN THIS MODIFICATION AND RETURN <u>1</u> COPIES TO ISSUING OFFICE. | | 12. <input type="checkbox"/> CONTRACTOR/OFFEROR IS NOT REQUIRED TO SIGN THIS DOCUMENT | |
| 12. NAME OF CONTRACTOR/OFFICE BY _____ (Signature of person authorized to sign) | | 15. WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY BY <u>Joe Cumpian</u> (Signature of Contracting Officer) | |
| 13. NAME AND TITLE OF SIGNER (Type or print) | 14. DATE SIGNED | 16. NAME OF CONTRACTING OFFICER (Type or print) Joe Cumpian | 17. DATE SIGNED 3/24/17 |

Attachment 1

1. **Question. Page 11, 10. (d) Contractual** lists “any amendments” as required contents of Volume III Contractual. Are bidders required to acknowledge amendments on the form provided and include a full copy of each amendment? Please clarify.

Answer. Yes that is correct, Offeror must acknowledge amendments on the form provided and submit a signed copy of all amendments as part of the Volume III Contractual submission.

2. **Question. Page 83, Section 1.1, b.,** states that “each trainer must have a minimum of three (3) years practical experience in training people with various disabilities in using public transportation systems.” Not all current staff have three (3) years of experience. Will this new requirement eliminate those staff members from being a part of this contract?

Answer. The experience level requirement now matches the requirement for WMATA travel training staff. The experience does not have to be working in the Metro system, but experience in training PWD or senior citizens to use public transportation, either exclusively or as part of other provided training to PWD or senior citizens.

3. **Question. Page 84, Section 2.1.1, b:** Does the assigned program manager need to be on site? Do they need to be 100% dedicated to this contract?

Answer. While the program manager does not have to be 100% dedicated to this contract, they must be available within the DMV.

4. **Question. Page 84, 2.1.1, f,** regarding the numbers of individuals trained: Do these numbers represent the number of people who have completed training or the number of people who have started the process?

Answer. The numbers represent those students that have completed travel training whether successfully or not. However there is a method on the reports that allows reporting of students who are currently in the middle of training, but have not yet completed.

Do the numbers include individuals who have gone through outreach?

Answer. Outreach is not considered travel training.

Because this is a significant jump from the 100/year that are in the current contract, can you give feedback around that increase?

Answer. Increase was based on past performance of existing contracts.

5. **Question. Page 84, Section 2.1.1, h.,** regarding the 70% of trainees that need to be eligible for MetroAccess:

Will WMATA commit to sending referrals to the travel training program on a regular basis?

Answer. WMATA will send referrals and database downloads to contractor(s) bimonthly.

Will WMATA give the contractor access to its database of eligible riders in order to conduct outreach to those who are MetroAccess eligible?

Answer. WMATA will send data downloaded from the database; Contractor will not have access to the actual database.

6. Are there expectations for the number of outreaches conducted and/or the number of people reached through outreach per month?

Answer. On average a minimum of 2 outreach events per month with audiences of 10 or more attendees. Examples would be to schools, disabilities organizations, and residential facilities.

7. Question. Will WMATA pay for the fare media for the travel trainer and the trainee? **Answer. All costs should be included in the proposed hourly rate.**

8. Question. Page 13, D. Contractor Office Facility and Infrastructure: Can staff work out of an existing facility? Will WMATA provide space for travel trainers at WMATA headquarters? **Answer. Staff can work from existing facilities as long as said facilities meets ADA accessibility requirements and are near a Metrobus stop or Metrorail station.**

9. Question. Page 87, Section 2.2.2, a: Can the post travel surveys be conducted by someone other than the travel trainers themselves?

Answer. Yes, however we will not pay for an additional FTE to support this effort.

10. Question. In the RFP the request for DC/MD is for 5 Travel Trainers and serving 300 unduplicated persons. In VA it is 2 Travel Trainers to serve 200 unduplicated persons. DC/MD would be 25 per month with 5 persons per trainer. VA would be 16.6 per month with 8.33 per trainer. Any reason for this disparity or is the number (200) correct?

Answer. The requirements for each contract were based on previous performance of the current incumbent contractors. The DC/MD requirement is lower due to the much larger service area and the significantly lower availability of accessible fixed-route assets especially in the Prince Georges county area as compared to the available assets found in Northern Virginia.